THE NAVAJO NATION Department of Personnel Management JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	DSS0577543				Dat	e Posted:	02/25/13	
POSITION NO:	934930				Clo	sing Date:	03/08/13	
CLASS CODE:	3632							
POSITION TITLE:		Child De	Child Development Aide					
DEPARTMENT NAME:		Division of Social Services - Child Care & Development Fund						
DEPARTMENT NO:	57	WORKSITE LOCATION:	Many Farms, Arizona					
WORKS DAYS/HOURS:		POSITION TYPE:	GRADE:			ADE:	R55A	
Days: Monday - Friday		Permanent: 🗸	SALARY:			_ARY:		
Hours: 7:00 am	- 6:00 pm	Temporary:	Duration:		\$_	17,555.20	Per Annum	
		Part-Time:	No. of Hrs/Wk:	40	\$	8.44	Per Hour	

DUTIES AND RESPONSIBILITIES:

Assists with attending to children's basic needs to stimulate the children's physical, emotional, intellectual, and social growth; ex: arts & craft activities, reading to the children, physical activities, organize play, story telling to children to explore their interests activities to promote talents and independence, build self-confidence, language development and enabling children to learn how to behave with others. Assist with daily routine activities, ex: health checks, diaper changing, feeding the children, hand washing; contact with parents, maintain accurate sign in & out sheets for each child, potty training; cleaning and sanitize toys, furniture, equipment; brushing teeth, fixing the girls hair, keep the cots clean and sanitized.

Assists in recording and maintaining health and attendance records; all other necessary information to complete and maintain children's folder; accident reports, documentation of all emergency actions. Performs routine clerical tasks including typing, filing and copying documents; maintaining children and staff attendance, children's records. Sets up educational equipment or assists in the preparation of materials for Child Development Workers to conduct activities to promote and/or enhance positive development of the children in child care.

QUALIFICATION REQUIREMENTS:

Education and Training:

High School Diploma or GED

Experience:

One (1) year of experience in childcare setting or an equivalent combination of education training, and experience which provides the capabilities to perform the described duties. (In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with the employment application.)

Special Knowledge, Skills and Abilities:

Must like children, ability to work with children age 0 to 11 years old, lift and carry infant/toddlers.

License/Certification Requirements:

Position requires background check and relevancy assessment prior to employment. Within 90 days of employment applicant must obtain a Food Handlers Permit, First Aid/CPR Certification; Fire Safety Training certificate.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99